

Order To Appear

P-3109

The **Order to Appear** (FA-4142) is the form that a party uses to inform his/her spouse that he/she is ordered by the court to appear for the final divorce/legal separation hearing on a specific date, time, and place. The information you will need to complete this form will be provided by the court. Although your spouse will also receive this information and know the date of the hearing, you must use this form to officially order him/her to appear.

NOTE: If your spouse does not appear for court and you **cannot** prove that he/she was ordered to appear, the court **may** not proceed with the final hearing and **may** reschedule it. If your spouse does not appear and you **can** provide proof that he/she was ordered to appear, the judge **may** decide to go ahead with the final hearing without him/her.

If you and your spouse filed a **Joint Petition** this form IS NOT required: **Do not** complete it.

Court Related Offices		
Court Self-Help Center Courthouse, Room C-108 262-548-7524 Open: Mon 8:30 am - 12:00 pm Wed 12 pm - 4 pm Fri 8:30 am - 4 pm Tues & Thurs by Appointment only	Child Support Agency Administration Building, Room 348 262-548-7420 Open: Mon-Fri 8 am - 4:30 pm	Clerk of Courts Family Court Office Courthouse, Room C-112 262-548-7544 Open: Mon-Fri 8 am - 4:30 pm
Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188		
Copies can be made in the Court Self-Help Center for \$.15 per page		

Procedural Checklist

- ☐ Complete the **Order to Appear**.
- ☐ Go to the Court Self-Help Center to:
 - ☐ Have the form reviewed for completeness.
 - ☐ Obtain a court Official's signature
 - ☐ Have two (2) copies made.
- ☐ You must now have the other party(s) served. For information on the methods that are acceptable to the court to have the other party served, see the **Service Packet**.
- ☐ Take the original proof that you served the other party [**Admission of Service** (FA-4119) or **Affidavit of Service** (FA-4120)] and the original **Order to Appear** to the final hearing.
Remember: If you do not have these forms and the other party does not come to court, the court **may** not proceed with the final hearing and **may** reschedule it.